
CASE CLOSURE

The Adult Community Placement (ACP) case must have all documentation and narrative entered in MiAIMS before the case is closed. Currently, the paper file must contain certain items to satisfy file retention requirements of Medicaid.

- Case closing information must be entered in MiAIMS.
- Any comments that may prove helpful in the future should be included in the closing summary.
- The adult services worker must generate a DHS-1212, Advanced Negative Action Notice, from MiAIMS and mail to the client or his guardian/designated representative (If required; see ASM-010, Program Eligibility when no need to send DHS-1212).
- The payments to providers must be terminated in MIAIMS.

Closing codes

The case should be closed in MIAIMS using the appropriate goal status code. Goal status codes used when closing cases have special program definitions based on type of residential/care setting at time of closure. Descriptions of each choice below:

- Customer Request.
- Died.
- Guardian/Conservator in place.
- Moved out of state.
- Placed in Adult Foster Care (AFC).
- Placed in Home for the Aged (HA).
- Placed in Integrated Care Organization (ICO).
- Placed in Independent Living Services (ILS).
- Placed in Mi Choice Waiver.
- Placed in Nursing home (NH).
- Placed in Program of All-Inclusive Care for the Elderly (PACE).
- Refused Services.
- Services not available.
- Services no longer available.
- Situation stable.

FILE RETENTION

Certain documents used in the ACP program must be kept on file either in paper form or electronically for a set amount of time after

the case is closed. Refer to the information provided on the Adult Services home page.